



# INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

## Chair's Corner



Spring is upon us; the season for growing. And this is the season that our Federal Executive Board (FEB) provides interagency training opportunities to help 'grow' your employees,

professionally.

Our **Leadership FEB** Program has been underway for a few months now and is progressing well. In fact, two members of this class have submitted leadership book reviews for this newsletter (thank you Jeff and Steve). Please take time to read their insights from Stephen Covey's 8<sup>th</sup> Habit. Watch for Leadership Book Reviews in future articles authored by members of this group. Please call the FEB Office, 405-231-4167 if you would like to know obtain a DVD showcasing our Leadership FEB program.

This year's Leadership Development Series is already underway with the first session held in March. There are still 4-1/2 days of training available in the series, for those who are interested in participating. In this newsletter you will see our abbreviated version of the **Leadership Development Series** registration; I encourage you to visit our website to obtain additional information on the topics to be presented and the instructors.

This year's **Administrative Professional Day** training has an exciting menu of topics! The theme for the day is political savvy, providing instruction on topics that affect the daily success of our employees.

Our annual **Awards Program** is scheduled for Monday of National Public Service Recognition Week (May 2, 2005) at the Sheridan in downtown Oklahoma City. Our speaker will provide humorous antidotes from his many years of public service with NASA and "What they forgot to tell him". This luncheon is an encouraging and uplifting event, recognizing the efforts of federal employees in Oklahoma who give their best to their agencies and their communities. Even if you are not a nominee or have an employee nominated, I would encourage you to attend this 'once-a-year' event to learn of the diverse career fields, exceptional performance of many employees, and to network with others from our federal community!

Be sure to add these events to your calendar!

In March we hosted our first FEB luncheon and trade show. This event was provided to share information and showcase reimbursable services within the federal community that are quick, easy, and accessible! While this is the first such event for FEBs, the success will lead to a repeat!

*Dorothy A. Overal*  
Dottie Overal, Chairperson

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## Consumer Protection Day at Oklahoma's State Capitol – a Capital Idea

When crooks devise schemes to extract hard earned capital from consumers, they had better watch out. The Postal Inspection Service and the Oklahoma District Consumer Affairs office don't take kindly to consumer fraud and they are backed by Oklahoma's attorney general and a host of other state, local and federal law enforcement agencies and consumer groups to bring it to a halt.

On February 9, during National Consumer Protection Week, Thomas Noyes, Postal Inspector and Team Leader in Oklahoma and J. Larry Flener, Manager, Consumer Affairs for the Oklahoma District, partnered with Oklahoma State Attorney General, Drew Edmondson, to host a day-long consumer information fair on the first floor of the state capitol.

Also participating in the event were the AARP, the Better Business Bureau, the FBI, the Oklahoma County Sheriff's Department, the Oklahoma Highway Patrol's Drivers License Fraud Division, the Secret Service, the U. S. Attorney's office, the IRS Criminal Investigation Oklahoma Field Office and the Village Police Department. All of the groups set up booths, handed out literature and answered questions for the hundreds of visitors to the capitol and the state workers employed there.

The February 9 event marked the seventh year of partnership between the Inspection Service, Consumer Affairs and the Oklahoma State Attorney General's office.

"Our goal was to provide information and education to prevent Oklahoman's from falling victim to one of the many scams set up to swindle money from innocent people," Inspector Noyes said.



"Consumer Protection day allowed consumers to have the combined knowledge and resources of a variety of organizations at their fingertips," said Attorney General Edmondson. "We were thrilled to be able to have this many groups so accessible and available to the public."

Edmondson's Consumer Protection Unit has statewide jurisdiction to investigate and prosecute violations of the state's Consumer Protection Act.

"Consumer Protection day at the state capitol was a capital idea. Thanks to the Inspection Service, the Attorney General and our other partners against crime we educated a lot of people," Flener said. "We achieved television, newspaper and radio coverage before, after and during our event."

But the flow of information didn't stop there. Postmasters from around the state distributed a fill-in-the blank news release we prepared for them for consideration by their small daily and weekly newspapers. Postmasters are still reporting the publication of **Don't Open Your Door to Work-at-home Fraud** columns in their local newspapers. Editors know there's no shelf life for consumer protection."



Oklahoma State Attorney General, Drew Edmondson, stops at the FBI booth to thank participants. To Edmondson's left is his staff member Peggy Paddyaker who worked with the Oklahoma District's Consumer Affairs Office to set up Consumer Protection Day at the Capitol.



At the Inspection Service exhibit during Consumer Protection Day at the Capitol are J. Larry Flener, manager, consumer Affairs, Paul Boyd, Postal Inspector, Thomas Noyes, Postal inspector and Team Leader, Drew Edmondson, Attorney General for State of Oklahoma.



## **The 8<sup>th</sup> Habit**

Stephen R. Covey

**Review by Steve Miller of the FAA and Leadership FEB participant**

The 8<sup>th</sup> Habit by Stephen R. Covey is a truly inspiring book whose purpose is not simply to add another “Habit” to the other seven (Seven Habits of Highly Effective People). The purpose is to take the very practical Seven Habits and surround them with an approach to the treatment of people that borders on biblical. In a nutshell the book is about “Finding your voice and inspiring others to find theirs”. By doing this you will unleash the creativity and resulting power of your organization (and yes, even your own family) to achieve results heretofore thought impossible.

If one is able to find their voice and inspire other to find theirs then great things will be done within an organization. Voice is at the center of one’s **talent** (your natural gifts and strengths), **passion** (those things that naturally energize, excite and motivate you), **conscience** (your “little voice”) and **needs** (what the world needs you enough to pay you for it). The challenge is to align individual’s unique talents and passion into the goals of the organization.

Covey asserts (accurately I believe) that we now have moved out of the Industrial Age and into what he terms as the “Knowledge Worker Age”. The Industrial Age saw machines as assets and people as expenses. The Knowledge Worker Age places a premium on the worker’s focus, creativity and leverage in utilizing resources to achieve the organization’s objectives. This is in contrast to the focus in Industrial Age management where great emphasis was placed on controlling behavior. That type of management stifles human potential and thus the performance of the organization suffers.

Covey describes the four roles of leadership: 1) **Modeling** – setting a good example 2) **Pathfinding** – jointly determining a course of action 3) **Aligning** – setting up and managing systems to stay on course and 4) **Empowering** – focusing talent on results not methods. Consistently fulfilling these roles will allow an organization to produce at the highest level of its potential.

At the basis of all of the above concepts is that of trust. Without trust no meaningful and lasting progress can be made by an organization; certainly not the type of progress that can be achieved when a trusting environment is combined with the application of Covey’s principles.

Throughout this book Covey focuses on the importance of not only trust but also of moral authority. He uses the analogy of a compass that always points to true north. Having moral authority by adherence to unchanging principles leads to trust and trust combined with servant leadership allows us to earn formal authority so these principles can be institutionalized.

You do not have to be a “leader” to apply the concepts Covey sets forth. In fact, one of his mantras throughout this book is that leadership is a choice not a position. No matter how skeptical you are about management books I strongly encourage you to read The 8<sup>th</sup> Habit. You will come away inspired and with a better understanding of ways to apply some principles you may have innately known but not realized how to express in a way that results in positive organizational change. The principles described in the book are grounded, timeless and very applicable to those of us who work in a governmental organization. The principles can also be applied equally as well to our personal lives in how we manage our own families.



## Agencies buy goods and services without GSA help

Taken from GovExec.com March 7, 2005 By Kimberly Palmer [kpalm@govexec.com](mailto:kpalm@govexec.com)

Some agencies are declaring their independence from the General Services Administration as they opt to make more purchases on their own.

GSA is the government's main buyer; agencies buy an annual \$32 billion worth of supplies and services through its schedules, which offer governmentwide contracts on more than 6.8 million items. But under a new acquisition method known as strategic sourcing, where agencies analyze their buying needs and centralize contracts, some agencies are rejecting the schedules in favor of direct negotiation with suppliers.

The Postal Service found it could save money by negotiating directly with the businesses that provide supplies and services such as truck delivery. "There's more freedom off the GSA Schedule," said Keith Strange, vice president of supply management at USPS. The Postal Service has cut its \$12.4 billion annual supply budget by \$1.5 billion over the past four years, largely through its strategic sourcing efforts.

The Internal Revenue Service came to a similar conclusion. The GSA Schedule simply didn't offer Pat McConnel, program manager for acquisition strategic sourcing and enterprise spend management at the IRS, the flexibility he was looking for. "We started with the GSA and ended up outside the GSA because we felt that we could do better," he said.

Two years ago, McConnel was looking to lease photocopiers, and at the time only one company, Xerox Corp., offered an operating lease plan through the GSA Schedule. Today, seven contractors offer lease contracts for photocopiers through one of the schedules.

GSA spokeswoman Viki Reath said while GSA schedules might not always meet every agency needs, they do meet the "vast majority" of them. "The schedule program does provide an effective, competitive procedure to obtain commercial services or supplies with substantially less administrative burden than open market buys," she said.

By using the GSA schedules, she said, agencies can avoid the work that goes into negotiating over warranties, delivery terms, and packaging requirements, as well as making sure the contracts follow the government's rules and regulations, and focus instead on their agencies' mission.

"We are vigorously working on training agencies who do not realize all of the features and flexibility of the schedule program," she added.

GSA offers agencies blanket purchase agreements, agency-specific contracts that involves bulk discounts, as a way of negotiating further savings based on GSA schedules.

As part of its strategic sourcing initiatives, the Agriculture Department negotiated a blanket purchase agreement with BCOP Federal, an office supply provider. Agriculture now saves \$2.5 million a year on office supplies. The prices in the blanket purchase agreement were about 10 percent lower than those on the GSA Schedule, which have already been discounted as much as 40 percent, according to Mark Heuer, federal business manager for BCOP Federal.

"We would go look at our spending pattern, look at the GSA Schedule to see what was available there, work with some of those vendors to get prices, and proceed from there to issue a blanket purchase agreement," explained David Shea, chief of procurement policy at Agriculture.

Brenda Bearden Cleveland, a senior principal at Acquisition Solutions Inc., a company that works with agencies on strategic sourcing, said the GSA Schedule could be a useful starting point, but agencies would generate more savings by holding additional competitions. When agencies negotiate directly with companies, they can ask for quantity discounts and value improvements that fit their needs, she said.

"If you're not competing for better pricing and performance, you're not achieving best value for the agency. It's not just a pricing game, it's really about best value," she said.

Strange agrees: "If you just stay focused on price, you miss a big part of the picture."





## EEOC Hosts TAP Forum in Oklahoma



### U.S. Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) invites Oklahoma area federal sector EEO practitioners to our annual Technical Assistance Program taking place this year on **May 2, 2005**, at the Cherokee Hills Casino and Resort, 777 W. Catoosa, Oklahoma 74015, (918)384-7740.

The Honorable Cari M. Dominguez, Chair, EEOC, will be the event's Keynote Speaker.

Other distinguished speakers include:

- Mike Fetzter, Director of the EEOC Dallas District Office (whose jurisdiction includes the entire state of Oklahoma),
- Robert Canino, Regional Attorney for the Dallas District Office,
- Dwight Lewis, Chief Administrative Judge for the Dallas District Office, and
- EEOC Headquarters personnel discussing the latest developments in the American's with Disabilities Act of 1990, as amended, and federal sector practice.

This seminar has been approved by the Mandatory Continuing Legal Education Commission of Oklahoma for a maximum of 7.50 credit hours, of which 1.00 hours are credits covering professional responsibility, legal ethics, or legal malpractice prevention.

Cost of attendance is \$295 if payment is received at least 30-days prior to the event; \$325 if within 30-days.

Registration is available on the web at [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov). For additional information, please contact Ed Elizondo at (214)253-2840 or by e-mail at [edward.elizondo@eeoc.gov](mailto:edward.elizondo@eeoc.gov).

Come join us!



## GSA EXPO 2005

You are invited to experience GSA EXPO 2005 in beautiful San Diego on May 3, 4, & 5 at the San Diego Convention Center. EXPO 2005 is a FREE dual Training Conference/Trade Show Exposition designed for all levels of government personnel who make or impact procurement decisions. Choose from over 200 hours of professional, procurement-oriented training (most of which are CEU certified to help fulfill your annual training requirements).

This is unique training for the federal community by federal experts that work in that specific field or effect policy on that topic. You can also visit over 600 commercial vendors, each featuring their wide range of products and services available to you through GSA contracts.

GSA is offering a very diverse training package featuring 180 classes (updated favorites and some brand new) over a three-day period and an on-line, e-Learning room. Our goal is to meet your distinct training needs with the widest range of topics to support the widest range of job specialties. Topics include: procurement regulations, financial management, building and workplace solutions, personal property management, government purchase card program management, performance-based acquisition, GSA-assisted contracting, small business, travel & transportation, and much, much more.

Hotels are available at government rates and lunch is served all three days. For a complete listing of the classes, vendors, and hotels, and to register to attend, go to <http://expo.gsa.gov>. Or call Brian Talley, the GSA Customer Service Director for Oklahoma, at 405-231-4825 for more information.



## *The Politically-Savvy Administrative Professional*



<b>Date:</b>	Administrative Professionals Day, April 27, 2005		
<b>Time:</b>	7:30a.m.-8:00a.m. Registration 8:00a.m.-4:30p.m. Training Seminar		
<b>Location:</b>	Holiday Inn, 1000 N. Interstate Dr, Norman, OK		
<b>Who Should Attend?</b>	This training is designed for the front-line worker and support staff. Topics chosen are to address challenges they face and skills they need to successfully accomplish their duties. Topics addressed throughout the day could be useful to an employee at any level within the organization.		
<b>Topics:</b>	<b>Subject</b>	<b>Presenter</b>	<b>Agency</b>
	Emotional Impact of Conflict	Dr. John Tassey	VA Medical Center
	Personal & Professional Value of Diversity	Eugene Talley	US Postal Service
	It's Your Career-Own It!	Juan Flores	Tinker AFB
	Professional Writing Skills	Joyce Smith	Oklahoma Office of Personnel Management
	Intense Conversations	Gwen Sneed	EEOC
<b>Intent:</b>	This training is designed to introduce the 'soft-skills' that most employees must pick up as they progress in their careers. These skills are the very tools which can help them become more successful or hinder their possibility for success (personally and for the organization). Get more detailed information from our website: <a href="http://www.oklahoma.feb.gov/Forms/PoliticallySavvyBrochure.pdf">http://www.oklahoma.feb.gov/Forms/PoliticallySavvyBrochure.pdf</a>		

**Cost: \$75.00**

**Name:** \_\_\_\_\_ **Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Agency/Registrant may pay by cash, check, credit card or government voucher.

Please mail this registration to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 20, 2005. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*



# Small Business Procurement Conference & Exposition

## Making the Connection: Selling to Government

### General Information

Dates:	Monday and Tuesday, May 23-24, 2005
Time:	8:00 a.m. to 3:00 p.m. (both days)
Location:	737 South Meridian Oklahoma City, OK 73108 Clarion Meridian Hotel & Convention Center

### Conference Content:

Conference sessions, keynotes, one-on-ones are designed to meet the following objectives:

Advancing policy & outreach initiatives of small business programs that support & encourage veteran, woman & minority-owned businesses in locating & securing business opportunities with government agencies & private corporations having procurement authorities/programs

Highlighting the diverse, comprehensive range of agencies and their programs through a forum not previously available

Provide small businesses essential information, education, training and unique opportunities to build/expand their network of relationships/key contacts within public & private sectors, and with peers.

The conference agenda can be viewed at:

<http://www.fbcinc.com/wvo2005>

Call 800/878-2940 for more information!

Seminars will be available throughout the day exploring many aspects of the ever changing procurement process.

Newcomers to the federal marketplace can learn how to make their way through the procurement process for prime contracts and subcontracts with large business contractors

### Who Should Exhibit?

All small businesses, prime contractors with mentor-protégé/small business programs, government agencies, or other organizations looking for an unprecedented opportunity to find potential new suppliers and build on their base of resources should exhibit at this conference. This is a perfect occasion to find qualified, eager small businesses who want to help you solve your challenges effectively and to network with buyers from agencies and companies from across the nation.

### Hosting Organizations:

- ✓ FAA Mike Monroney Aeronautical Center-Office of Small and Disadvantaged Business Utilization
- ✓ Tinker AFB Small Business Office
- ✓ Terry Neese Ctr for Entrepreneurial Excellence
- ✓ Francis Tuttle Technology Center
- ✓ Oklahoma Federal Executive Board
- ✓ Oklahoma Bid Assistance Network
- ✓ Federal Business Council

### Special note:

- There is no fee for federal government agencies wishing to exhibit during this conference.
- Conference planners are still seeking government speakers for various sessions on procurement rules, contracting, and how businesses should seek out federal contracts.

**UPCOMING EVENTS****April 2005**

<b>Apr 1, 2005</b>	<b>April Fools Day</b>
<b>Apr 1, 2005</b>	<b>LFCC Meeting in Enid</b>
<b>Apr 3, 2005</b>	<b>Daylight Savings Time Begins</b> 
<b>Apr 3-10, 2005</b>	
<b>Apr 4, 2005</b>	<b>Agency Visits in Elgin, OK</b> <b>Agency Visits in Altus, OK</b>
<b>Apr 5, 2005</b> 11:00	<b>Shared Neutrals</b> Holiday Inn, 5000 E. Skelly Dr., Tulsa POC: FEB Office, 405-231-4167
<b>Apr 6, 2005</b> 10:00 am	<b>American Indian Council</b> 215 Dean A. McGee, 3 <sup>rd</sup> Fl Conf. Rm POC: Mary Lou Drywater, 405-790-1040
<b>Apr 7, 2005</b>	<b>Community Outreach Council</b> POC: Donna Ward, 405-879-2734
<b>Apr 12, 2005</b> 10:00 am	<b>Executive Policy Council</b> POC: FEB Office, 405-231-4167
<b>Apr 13, 2005</b>	<b>Thomas Jefferson's Birthday</b>
<b>Apr 13, 2005</b> 7:30 am	<b>Mayors Committee</b> POC: FEB Office, 405-231-4167
<b>Apr 14, 2005</b> 11:30 am	<b>SGMP</b> POC: FEB Office, 405-231-4167
<b>Apr 20, 2005</b> All Day	<b>Leadership FEB</b> POC: FEB Office, 405-231-4167
<b>Apr 20, 2005</b> 10:00 am	<b>Interagency Training Council</b> Bureau of Land Management, Moore POC: Sherri Beasley, 405-231-5854
<b>Apr 20, 2005</b> 11:00 am	<b>Federal Employees Care</b> LaLuna's, OKC POC: Tom Burton, 405-954-0625
<b>Apr 20, 2005</b> 3:00 pm	<b>Black Program Council</b> Aviation Technical Center POC: Gloria Hall, 405-954-3734
<b>Apr 22, 2005</b>	<b>Earth Day</b> 
<b>Apr 27, 2005</b> All Day	<b>Politically Savvy Administrative Professional Training</b> 1000 N. Service Rd, Norman POC: FEB Office, 405-231-4167
<b>Apr 27, 2005</b>	<b>Administrative Professional's Day</b>
<b>Apr 29, 2005</b> 12:00 noon	<b>Naturalization</b> US Courthouse, OKC
<b>Apr 29, 2005</b>	<b>National Arbor Day</b>

*The good teacher...discovers the natural gifts of his pupils and liberates them by the stimulating influence of the inspiration that he can impart. The true leader makes his followers twice the men they were before. –Stephen Neill*

**Your Federal Executive Board**

*"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of federal agencies and the community." (GAO-04-384)*

*We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:*

- Ron Berryhill, Director, USDA Risk Management Agency
- Dennis Callahan, Warden, Federal Transfer Center
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507<sup>th</sup> Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Larry Flener, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Chris Puckett, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service, Western District

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

**Elected Officers:**

**Chair:** **Dottie Overal**, Director  
Small Business Administration

**Vice Chair:** **Chris Puckett**, Director of Staff  
Oklahoma City Air Logistics Center

**Staff:**

**Director:** LeAnn Jenkins

**Assistant:** Trish Plowman

**Program Support:** Constance Ward

**Financial Intern:** Scott Waldenville

*Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically*





## ***Leadership Book Review: The 8<sup>th</sup> Habit – From Effectiveness to Greatness***

by Stephen R. Covey

Submitted by Jeff Peters, forecaster at NOAA's Storm Prediction Center and *Leadership FEB* participant

In 1989, a book was available in bookstores to help people learn 7 habits to enable them to become more effective. The author was Stephen Covey and the title of that book was “*7 Habits of Highly Effective People*”. While the lessons learned in the 7 habits book are still relevant today, Covey writes about a new dimension in his latest book, “*The 8<sup>th</sup> Habit – From Effectiveness to Greatness*”, that has emerged to bring people from effectiveness to greatness. This new idea involves a challenge for everyone in the current age of civilization known as the information/knowledge worker age”. In his latest book, “*The 8<sup>th</sup> Habit*”, Stephen Covey writes about how individuals are to rise beyond their current actions and ways of living to a level of greatness by finding their voice, and helping others to find their voice. If we as a society are to grow and prosper, we need to let go of the industrial age's way of doing business, and learn the new methods as described in the “*8<sup>th</sup> Habit*” to manage the knowledge worker age.

Stephen Covey suggests to the reader that the best way to learn the ideas and concepts presented in the “*8<sup>th</sup> Habit*” is to read a chapter, and then teach at least one other person the concepts learned in that chapter, and begin performing those ideas and concepts in your daily life. What is great about this book is that you can apply the lessons learned in the “*8<sup>th</sup> Habit*” to not only your work life, but also to other relationships and organizations including your family. There are many stories and examples throughout this book which the author uses as a tool to provide an enhanced way for the reader to understand the various techniques and concepts described in finding your voice and helping others to find theirs’. This book also uses multimedia in the form of a DVD which has sixteen inspirational companion films to provide another avenue for the author to use to make a point within a given chapter. I found the DVD resource proved to be a good resource to reinforce various concepts within the book. It provided a way for the reader to take a break from reading to using his/her visual and hearing skills to learn innovative ways of reaching greatness. Downloadable resources that are available at <http://www.stephencovey.com/8thHabit/booktools/index.html> provide learning tools such as activities, a survey, and information to create your own mission statement, so that you can apply what you read to becoming a great knowledge worker.

In the first part of “*The 8<sup>th</sup> Habit*”, the reader discovers that in order to involve the knowledge workers in the way of doing business is to allow each person to perform their job as a whole person versus being a thing as has been used in the management style of the industrial age. However, this new way of treating people requires a paradigm shift with the new paradigm focusing on the mind, heart, body, and spirit of the individual. This four dimensional paradigm is used throughout the book from describing the four needs of people (to learn, to love, to live, and to leave a legacy) to how to help others in finding their voice including the leadership concept of empowerment. In order for the current civilization's information age to survive, changes need to be made by each person and that begins with you finding your voice.



## Professional Development Series

### Registration and Enrollment information

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### *Individual Training Day "Menu Prices"*

<input type="checkbox"/>	<b>Essentials for Managing the Performance of Others</b>	<b>March 22, 2005</b>	<b>\$139.00</b>
<input type="checkbox"/>	<b>Horse Sense for Leaders *</b>	<b>May 24 &amp; 25, 2005</b>	<b>\$195.00</b>
<input type="checkbox"/>	<b>Professional Development</b>	<b>June 14, 2005</b>	<b>\$139.00</b>
<input type="checkbox"/>	<b>Faster, Quicker, Better</b>	<b>July 12, 2005</b>	<b>\$139.00</b>
<input type="checkbox"/>	<b>Courageous Communication &amp; Conversations in the Workplace</b>	<b>August 23, 2005</b>	<b>\$139.00</b>

\*This class is one and one-half days.

*Location of training for each day (except May 24<sup>th</sup>) will be at:*

*Express Events Center, 8512 NW Expressway, OKC*

*May 24<sup>th</sup> session will be held at the Redlands Community College Equine Center*

#### **\$\$ Price Saver Series \$\$**

<input type="checkbox"/> <b>Full Series—5 ½ Days</b> March 22, May 24-25, June 14, July 12, & Aug 23 \$650.00	<input type="checkbox"/> <b>Executive Series</b> March 22, May 24-25, & July 12 \$425.00	<input type="checkbox"/> <b>Manager Series</b> May 24-25, June 14, & Aug. 23 \$425.00
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Agency/Registrant may pay by cash, check, credit card or government voucher.

Please mail this registration to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through March 10, 2005. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

Please call the FEB Office, 405-231-4167 with questions regarding this training series.

**For more information regarding these training days, the instructors, and maps, please visit our website at <http://www.oklahoma.feb.gov/Forms/2005LeadershipSeries.pdf>**



Oklahoma Federal  
Executive Board

## 2005 Public Service Recognition Week Employee of the Year Awards Banquet



American Society  
for Public  
Administration

<p><b>Speaker:</b> <i>Charlie Dry</i> <i>NASA Test Pilot (retired)</i></p> <p><b>Topic:</b> "What they forgot to tell me"</p>	<p><b>Event information:</b></p> <p><b>Date:</b> Monday, May 2, 2005 <b>Time:</b> 11:30am-1:00pm <b>Location:</b> Sheraton OKC Hotel One North Broadway</p>
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**Driving Directions to Event:** From any direction, travel to I-35 and I-40 vicinity. From I-40, exit on Robinson, travel North on Robinson to Sheridan. Turn East on Sheridan and travel one block, the hotel is on the north side of the street (more specific directions can be obtained from [www.mapquest.com](http://www.mapquest.com)). *The event is located in the downtown area. Parking is available in nearby surface lots and garages. The parking garage that adjoins the hotel is located on the north side of Sheridan available for \$6 per vehicle.*

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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**Cost: \$20.00 per person**

**Payment:**

☐ Cash

☐ Check

☐ Credit Card

☐ Voucher

☐ Enclosed

☐ Pay at the Door

**Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.**

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 22, 2005. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
	<b>April 2005</b>				<b>1</b> LFCC Mtg in Enid	<b>2</b>
<b>3</b> <i>Daylight Savings Time Begins</i> 	<b>4</b> Agency visits in Elgin and Altus	<b>5</b> 11 Shared Neutrals-Tulsa	<b>6</b> 10:00 AIC <i>Oklahoma Wellness Week</i> <b>it's Your life!</b> <i>April 3-10</i>	<b>7</b> 11:30 Community Outreach Council	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> 10:00 Executive Policy Council	<b>13</b> 7:30 Mayor's Committee <i>Thomas Jefferson's Birthday</i>	<b>14</b> 11:30 SGMP	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Leadership FEB 10:00 ITC 11:00 FECC 3:00 BPC	<b>21</b>	<b>22</b> <i>Earth Day</i>	<b>23</b>
<b>24</b> Passover	<b>25</b>	<b>26</b>	<b>27</b> Politically Savvy Administrative Professional Training <i>Administrative Professional Day</i>	<b>28</b>	<b>29</b> 12:00 Naturalization <i>Nat'l Arbor Day</i>	<b>30</b>

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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OFFICIAL BUSINESS ONLY

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